

**RESERVATION AGREEMENT
FOR SHORT TERM USE OF CITY OF GALLATIN CITY HALL
AND WAIVER OF LIABILITY**

Name: _____ Phone _____

Address _____
Street City State

Type and/or purpose (Civic, Charitable, Religious, Governmental, Etc.) Purpose of Room Use

Room Needed: _____ History Room _____ Council Chamber _____ Dining Room
\$25.00 \$50.00 \$50.00 - or, after 4:30 pm, \$100.00

501(c)3 organizations must submit proof of non-profit status with application to receive the above rate.

***Private parties will be charged \$150.00 for room usage regardless of which room and regardless of the day or night usage.**

Day of Week Needed: _____ Date Needed: _____

Hours Needed: _____ to _____ Event Hours: _____ to _____

If available, will Marquee be requested to post the event? _____

For Mayor's Office Use Only

Approved by _____

The applying organization agrees:

1. No alcoholic beverages will be brought into the City Hall by the organization, its members, or guests.
2. The premises shall be left in as good condition as found. Any damages to furniture, walls, floor finish, doors, etc. shall be paid by the applying organization after the reasonable cost of repairs or replacement has been determined.
3. No food shall be served in the Council Chamber.
4. To hold the City harmless as a result of any actions for damages to persons or property during the period that the organization has possession of the property.
5. To pay, in advance, the rental fee.
6. To pay the costs of any damages, plus cost of collection, including legal fees.
7. City Hall facilities shall not be used for commercial enterprise, private ceremonies, religious ceremonies, and profit making activity or any activity not consistent with the general business purpose of the building.
8. It may be necessary for you to relocate your meeting in the event the City Hall facilities are needed for municipal government purposes.

Signed for the Organization by _____

Title _____

Date _____